

City of Rocky Mount, NC
Recordation and Release of Building Permit Checklist

This checklist should be filled out completely and submitted with all required information upon recordation of the Final Plat and supporting documents. Once this package is submitted and approved, building permits may be released to allow construction within the newly platted subdivision.

Project: _____ Date: _____

Project Owner: _____ PIN: _____

Initial each line in the appropriate location:

Included	N/A	
_____	_____	Final Plat – If not recorded by the City of Rocky Mount
_____	_____	Recorded Original of O&M Agreement & BMP
_____	_____	Maintenance Plan.
_____	_____	Recorded Original of Conservation Easement(s)
_____	_____	Copy of Recorded Property Owner's Association documents
_____	_____	(By-laws, Articles of Incorporation, Deed Restrictions, etc.)
_____	_____	Copy of Recorded Deeds (Deeds of Release, Deeds
_____	_____	conveying common area to POA, etc.)
_____	_____	Other: _____

I, being the landowner of record for the above project or his/her designee, certify that I have enclosed all documents as set forth above.

Sign: _____ Date: _____

Print: _____